

Superior Court eFile Common Rejection Troubleshooter

The following is a list of the most common reasons why an eFile pleading will be rejected. Next to the reason is a sample of the correct way to eFile the pleading.

1.	Pleading not signed as required. Administrative Procedure 4(c) /s/ John Smith, Esquire
2.	Bar ID not included. Administrative Procedure 4(c) Include Bar ID on all pleadings. Remember to include: name, address, telephone number and Bar ID.
3.	Pleadings are not filed separately or pleadings are not "electronically stapled": Administrative Procedure 4(d) Related pleadings must be "electronically stapled". Motion to Dismiss (main pleading) Notice of Motion (supporting pleading) Proposed Order (supporting pleading)
4.	Pleading is not linked. Administrative Procedure 4(d) Pleading is not linked to the related documents Any pleading related to a previously filed document must be linked to that document. Response to Motion must be linked to corresponding Motion Reply Brief must be linked to Answering Brief; Answering Brief must be linked to Opening Brief
5.	Exceeds Page Limit. Motions and Responses - 4 page limit Briefs: Opening and Answering - 35 page limit; Reply Brief - 20 page limit
6.	Incorrect case number. Must have correct civil action number.
7.	Incorrect county. Must have correct county.
8.	Scanned document is not legible. Scanned documents should be reviewed before transmitting. Scanned documents that are illegible will be rejected.
9.	Incomplete pleading title. Motion for Summary Judgment The pleading title must read: Defendant John Smith's Motion for Summary Judgment scheduled for <u> (date and time) </u> .

10.	<p>Proposed Order not filed.</p> <p>A Proposed Order (filed as a supporting document to the Motion) must be filed as a separate document from the Motion.</p> <p>Title must read: Proposed Order for Defendant John Smith's Motion for Summary Judgment.</p>
11.	<p>Wrong document uploaded. Administrative Directive 4(d)</p> <p>Pleading must relate to the document title.</p> <p>NOTE: This occurs when filer selects the wrong .PDF file.</p>
12.	<p>Wrong filing type selected.</p> <p>Pleading does not relate to filing type or document title.</p>
13.	<p>Authorizing Attorney is not an active member of the Delaware Bar and/or does not maintain an office in Delaware for the practice of law. Superior Court Civil Rule 79.1 (e - h)</p>